

The Bylaws of the College of Science Curriculum Committee (revised April 2024)

The College of Science Curriculum Committee (COSCC) is charged with reviewing and making recommendations regarding the approval, modification, or discontinuation of curricular proposals within the College of Science (COS). At the request of the COS Dean's Office, the COSCC may review curricular proposals from outside COS which have significant relationship to the sciences or potentially impact its students and faculty. The COSCC abides by the Standing Rules and The Bylaws of the Faculty of the College of Science (COS) as summarized below:

Commented [JBG1]: Moved to Section I.i.a.

I. Alignment with Bylaws of the Faculty of the College of Science

i) The Bylaws of the COSCC adhere to relevant sections from the Bylaws of the Faculty of COS as summarized below:

a. Per Article V Section 1, the COSCC is defined as a standing committee, which is a permanent committee whose faculty members, except for designated ex-officio members, are elected by the faculty, or appointed by academic units. The term of membership on all standing committees is three years and members may succeed themselves, unless otherwise specified below.

b. Per Article V Section 2, each committee shall elect its chair from among its own membership and establish quorum rules. Committee chairs must report vacancies occurring due to resignations or faculty being on leave so that a special election may be held for the unexpired term of the individual member.

c. Per Article V, Section 4, the COSCC shall periodically report its progress to the COS faculty. d. Per Article V Section 2, the COSCC shall normally serve during the academic year; however, all committees are authorized to function as necessary during the entire calendar year.

Commented [JBG2]: Moved to the introduction of the document, beneath the title.

II. Membership and Quorum

i) Each Local Academic Unit (LAU) within COS may appoint a COSCC Member. The members may succeed themselves.

ii) A quorum must be met for each meeting of the COSCC. A quorum is at least 51% of the entire COSCC voting membership.

III. COSCC Chair

i) In meetings, the COSCC Chair's role is to facilitate agenda discussion and call for votes. The COSCC Chair will also facilitate disputes as outlined in **Section V**.

ii) At the first meeting of the fall semester, the COSCC Chair will be elected by the COSCC membership for a one-year term. The COSCC Chair's immediate succession is not permitted.

iii) The Dean's Office may provide an ex-officio member to support the COSCC. The ex-officio appointee is a non-voting member and may serve as the COSCC Chair Pro-Tem.

IV. Curricular Proposals

- i) Curricular proposals must be submitted to the COSCC via the university's electronic curricular management system, which requires designated LAU representative approval. Submissions to the COSCC from other individuals will not be accepted. Please note that any faculty member may submit curricular proposals into the curricular management system, but the proposals must route through the LAU and obtain the LAU's designated representative approval prior to COSCC submission.
 - a. Procedures and related forms will be provided on the COSCC webpage.
 - ii) COSCC Members should be aware of the curricular proposals coming from their department. Should this not be the case, the department's COSCC Member may choose to table the proposal. COSCC Members shall also be attentive of the submissions from all other departments prior to voting.
 - a. During the proposal submission process, curricular proposals that may impact other departments should be communicated by the initiating COSCC Member to the impacted COSCC Member before the relevant COSCC meeting.
 - b. COSCC Members should inform the curricular proposal's initiating COSCC Member of concerns regarding other departments' submissions prior to the relevant COSCC meeting.
 - c.

V. Meeting Agendas and Minutes

- i) The COSCC normally meets once per month during the academic year (August - May). The following semester's meeting schedule will be determined prior to the end of the current semester, in consultation with the COS Dean's Office to ensure alignment with university-level council meeting dates.
- ii) A meeting may not start or proceed until the meeting is called into order by either the COSCC Chair or the COSCC Chair Pro-Tem.
- iii) The Dean's Office staff is responsible for assembling the agenda based upon submission guidance provided in **Section IV**. The draft minutes will be prepared by the Dean's Office staff and added to the agenda at the following COSCC meeting.
- iv) Proposals will be posted on the agenda one week in advance of each meeting.
 - a. If proposals are added to the agenda after it has been announced, the proposals will be flagged as such on the agenda. The COSCC may request that these post-agenda announcement proposals be moved to a future agenda.
- v) The Dean's Office staff will provide guidance on university and state policies and procedures as necessary, prior or during the meeting.
- vi) Curricular proposals will be presented at the COSCC meetings by their departmental COSCC Member.
 - a. In order to avoid dual roles for the COSCC Chair, in cases where the COSCC Chair is the presenter, the chair's duties will temporarily be turned over to the COSCC Chair Pro-Tem. In the absence of the COSCC Chair Pro-Tem, another COSCC Member may act as Chair Pro-Tem for the duration of the discussion of said proposals.
 - b. Minutes, agendas, and reports of the committee will be posted and archived on the COSCC's webpage.

Commented [JBG3]: This preferred method is not required.

Commented [JBG4]: Removed as the committee is well-established.

Commented [JBG5]: Removed for repetition.

Commented [JBG6]: Moved to Section V.

Commented [JBG7]: Moved to Section II.ii.

VI. Member Substitutions

- i) If a COSCC Member is unable to be present at a meeting, the department should be represented by a substitute. This substitute is not considered a “visitor” in the applicable meeting (per Section VII) and will have full voting rights for the department in which they represent.
- ii) The regular COSCC Member is responsible for notifying the COSCC Chair or COSCC Chair Pro-Tem that a substitute representative will be present at the meeting. In this communication, the COSCC Member shall name the substitute representative and inform this substitute of what will be covered in the upcoming meeting.
- iii) If a COSCC Member is unable to attend and a substitute is unavailable, the COSCC Member may formally notify the COSCC Chair or COSCC Chair Pro-Tem of their votes. These absentee votes will be used in determinations for approval or rejection of proposals, but a quorum will still be required in the meeting.
 - a. In meetings where there are absentee votes, if significant discussion and/or modification takes place and the opinion of at least 51% of the COSCC Members in attendance is that the changes may have significant influence on the absentee COSCC Member’s vote, a separate vote may be cast. This vote may require that the relevant curricular proposal be tabled until a future meeting in order to allow appropriate consideration by the entire membership of the committee.

VII. Visitors

- i) Non-COSCC Members (“visitors”) may be invited by their department’s COSCC Member or Dean’s representative to present or discuss a curricular proposal at the relevant COSCC meeting.
- ii) If a visitor is to attend the meeting, the departmental COSCC Member or dean’s representative shall inform the COSCC Chair or COSCC Chair Pro-Tem within a reasonable time frame prior to the meeting. The COSCC Chair is empowered to decide whether a visitor may be present and the role of the visitor at a meeting.
- iii) Visitors cannot be involved in the open discussion of unrelated proposals or committee discussion topics unless specifically called upon by a COSCC Member.

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VIII. Voting Procedure and Disputes

- i) During the meetings, each proposal is discussed to the satisfaction of the COSCC Members. Subsequently, the COSCC Chair places a call for votes of approve, deny, or abstain. The votes are recorded by the dean’s representative.
- ii) Approval of a curricular proposal by the COSCC occurs at least 80% of the members in attendance vote to approve the proposal.
 - a. If the proposal fails to meet the 80% threshold, the proposal will be postponed in order to provide time for further discussion and/or refinement.
 - b. If in future meetings the revised proposal fails to meet the 80% threshold, the proposal’s initiating department will have the option of sending the proposal to the Faculty Matters Committee for adjudication.
- iii) At the discretion of the COSCC Chair, any postponed proposal may be voted on by the COSCC Members outside of a regular meeting via email. In

these cases, the voting procedure will remain the same as a meeting vote.
Voting by email should be employed judiciously.
a. Proposals voted on via email are expected to go through the same submission process as formal agenda items.

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Commented [JBG9]: Revised and moved to Section V.v.b.

Commented [JBG10]: Updated and moved to Section IV.i.a.



Commented [JBG11]: Moved to Section IV.ii.

Commented [JBG12]: Moved to Section V.iii.

Commented [JBG13]: Moved to Section IV.i.

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Commented [JBG16]: Moved to Section IV.b.

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**The Bylaws of the College of Science Curriculum Committee~~COS-
CURRICULUM COMMITTEE OPERATION &
ORGANIZATION (05/14/07 revised April 2024)~~**

~~The College of Science COS Curriculum Committee (COSCC) is charged with reviewing and making recommendations regarding the approval, modification, or discontinuation of curricular proposals within the College of Science (COS). At the request of the COS Dean's Office, the COSCC may review curricular proposals from outside COS which have significant relationship to the sciences or potentially impact its students and faculty. is one of the standing committees of the college.~~

Commented [JBG1]: Moved to Section I.i.a.

The COSCC abides by the Standing Rules and The Bylaws of the Faculty of the College of Science (COS) as summarized below:

I. ~~Alignment with Bylaws of the Faculty of the College of Science~~ From the COS-
bylaws (http://eos.gmu.edu/general/eos_bylaws_final) Relevant sections are excerpted below.

i) The Bylaws of the COSCC adhere to relevant sections from the Bylaws of the Faculty of COS as summarized below:

a. Per Article V Section 1, the COSCC is defined as a standing committee, which is a permanent committee whose faculty members, except for designated ex-officio members, are elected by the faculty, or appointed by academic units. The term of membership on all standing committees is three years and members may succeed themselves, unless otherwise specified below.

~~a. Standing committees shall be those permanent committees whose Faculty members, except for designated ex-officio members, are elected by the Faculty, or appointed by the Academic Departments, as specified below. The Dean is an ex-officio member of all standing committees of the College except the Nominations Committee. The term of the memberships on all standing committees is three years and members may succeed themselves, unless otherwise specified.~~

b. Per Article V Section 2, Each committee shall elect its chair from among its own membership and establish quorum rules. ~~except for Dean's committees, for which the Dean may choose a chair. Each committee shall establish a quorum for its own function. Each committee may determine procedures for maintaining appropriate records of its activities. Committee chairs must report vacancies occurring due to resignations or faculty being on leave to the Secretary and Chair of the Faculty, so that a special election may be held for the unexpired term of the individual member.~~

c. Per Article V, Section 4, the COSCC shall periodically report its progress to the COS faculty. Committees are expected to periodically report their progress to the Faculty. The report may be distributed in paper form, by electronic mail, or by notifying faculty of an online source for the report. Any Faculty committee may be required by majority vote of the Faculty to report to it at a specified later meeting any matter referred by action of the Faculty to that committee. Upon receipt of its report, the committee may be discharged of further responsibility for the matter by majority vote of the Faculty.

d. Per Article V Section 2, Committees the COSCC shall normally serve during the academic year; however, all committees are authorized to function as necessary during

the entire calendar year.

- ii) ~~Curriculum Committee—The principal tasks of this committee are to review and make recommendations on the approval, change, or discontinuation of academic degrees, certificate programs, and courses. This committee will have representation from all Academic Departments who wish to appoint a member to it.~~

Commented [JBG2]: Moved to the introduction of the document, beneath the title.

II. Membership and Quorum

- i) ~~Each Local Academic Unit (LAU) within COS may appoint a COSCC Member. The members may succeed themselves.~~
- ii) ~~A quorum must be met for each meeting of the COSCC. A quorum is at least 51% of the entire COSCC voting membership.~~

III. COSCC Chair

- i) ~~In meetings, the COSCC Chair's role is to facilitate agenda discussion and call for votes. The COSCC Chair will also facilitate disputes as outlined in [Section V](#).~~
- ii) ~~At the first meeting of the fall semester, the COSCC Chair will be elected by the COSCC membership for a one-year term. The COSCC Chair's immediate succession is not permitted.~~
- iii) ~~The Dean's Office may provide an ex-officio member to support the COSCC. The ex-officio appointee is a non-voting member and may serve as the COSCC Chair Pro-Tem.~~

~~The curriculum committee operations are in part set by the Standing Rules of COS (http://cos.gmu.edu/general/cos_rules_final). Relevant sections are excerpted below.~~

- iii) ~~All standing committees are to make at least one yearly report to the Faculty on business transacted during the respective academic year. Whenever an election is held for which terms are staggered, the determination of the length of terms (if not otherwise made clear) shall be according to the vote count: those receiving the largest number of votes shall receive the longest terms. Committee Chairs shall report to the Chair of the Nominations Committee or to the Secretary of the Faculty~~

~~any changes in the composition of their Committees requiring action by the Nominations Committee.~~

~~iv) On COS committees with departmental appointed representation, except for the Promotion and Tenure Committee, departmental representatives may designate a substitute member to attend in their place as needed, with that substitute having full rights and vote.~~

IV. Curricular Proposals

~~i) Curricular proposals must be submitted to the COSCC via the university's electronic curricular management system, which requires designated LAU representative approval. Submissions to the COSCC from other individuals will not be accepted. Please note that any faculty member may submit curricular proposals into the curricular management system, but the proposals must route through the LAU and obtain the LAU's designated representative approval prior to COSCC submission.~~

~~a. _____ Procedures and related forms will be provided on the COSCC webpage.~~

~~ii) COSCC Members should be aware of the curricular proposals coming from their department. Should this not be the case, the department's COSCC Member may choose to table the proposal. COSCC Members shall also be attentive of the submissions from all other departments prior to voting.~~

~~a. During the proposal submission process, curricular proposals that may impact other departments should be communicated by the initiating COSCC Member to the impacted COSCC Member before the relevant COSCC meeting.~~

~~b. COSCC Members should inform the curricular proposal's initiating COSCC Member of concerns regarding other departments' submissions prior to the relevant COSCC meeting.~~

~~a-c. _____~~

~~v) Departments which propose courses or programs that would have an impact on other departments must consult with those departments before submitting their proposal to the committee. The committee shall issue a report to the Faculty on a monthly basis listing all actions it has taken since the previous report. All decisions made by the Curriculum Committee will be reviewed by the Executive Council only when they fail to be passed by an 80% majority of the Curriculum Committee vote. Committee decisions with which a specific Department disagrees will be referred to the Executive Council for adjudication. Members of this committee may succeed themselves.~~

V. Meeting Agendas and Minutes

~~i) The COSCC normally meets once per month during the academic year (August - May). The following semester's meeting schedule will be determined prior to the end of the current semester, in consultation with the COS Dean's Office to ensure alignment with university-level council meeting dates.~~

~~ii) A meeting may not start or proceed until the meeting is called into order by either the COSCC Chair or the COSCC Chair Pro-Tem.~~

~~iii) _____ The Dean's Office staff is responsible for assembling the agenda based upon submission guidance provided in [Section IV](#). The draft minutes will be prepared by the Dean's Office staff and added to the agenda at the following COSCC meeting.~~

~~iv) _____ Proposals will be posted on the agenda one week in advance of each meeting.~~

~~a. _____ If proposals are added to the agenda after it has been announced, the proposals will be flagged as such on the agenda. The COSCC may request that these post-agenda announcement proposals be moved to a future agenda.~~

~~v) The Dean's Office staff will provide guidance on university and state policies and procedures as necessary, prior or during the meeting.~~

vi) Curricular proposals will be presented at the COSCC meetings by their departmental COSCC Member.

a. In order to avoid dual roles for the COSCC Chair, in cases where the COSCC Chair is the presenter, the chair's duties will temporarily be turned over to the COSCC Chair Pro-Tem. In the absence of the COSCC Chair Pro-Tem, another COSCC Member may act as Chair Pro-Tem for the duration of the discussion of said proposals.

b. Minutes, agendas, and reports of the committee will be posted and archived on the COSCC's webpage.

vi) ~~COS departments will not submit academic program proposals without simultaneously submitting full course proposals for the corresponding courses needed.~~

Commented [JBG3]: This preferred method is not required.

vii) ~~First Elections, Fall 2006~~ For the first election of members to standing committees (other than the Nominations Committee) after approval of the Bylaws, members will be elected for staggered terms of one, two, and three years (chosen by lot), so that vacancies in the future become available on an annual basis. Beginning in 2007 elections for College Officers and committees will be conducted during the Spring semester. In addition, since the first election to Committees will need to be conducted early in the Fall 2006 semester, the first Nominations Committee will be chosen immediately upon approval of the Bylaws. If it is not possible to hold a special meeting of the Faculty prior to the Fall 2006 semester, then the first Nominations Committee will be selected by the co-Deans in consultation with all the department chairs.

Commented [JBG4]: Removed as the committee is well-established.

II. ~~This section provides information about the operating procedures the committee has unanimously chosen to implement in carrying out its mandated tasks. These procedures are consistent with University and College of Science bylaws and standing rules.~~

i) ~~The COS Curriculum Committee (COSCC) reviews and make recommendations on the approval, modification, or discontinuation of academic degrees, certificate programs, and courses within the College of Science. In addition at the request of the COS Dean's office it may review curricular proposals from outside COS which have significant relationship to the natural sciences or potentially impact its students and faculty.~~

Commented [JBG5]: Removed for repetition.

ii) ~~COSCC normally meets once per month during the academic year (September-May). The first meeting of the year will be called by a designated member in the last meeting of the previous year, in consultation with the Associate Deans for Undergraduate Programs and Graduate Programs. At this first meeting the chair of the committee will be elected by the committee membership for a one-year term when his/her term is coming to an end.~~

Commented [JBG6]: Moved to Section V.

~~iii) A quorum for a meeting of the COSCC is 50%+1 of the membership.~~

Commented [JBG7]: Moved to Section II.ii.

VI. Member Substitutions

~~i) If a representative COSCC Member is unable to be present at a meeting, the department may should be represented by a substitute. This substitute is not considered a "visitor" in the applicable meeting (per Section VII) and will have full voting rights for the department in which they represent.~~

~~ii) The regular COSCC member is responsible for notifying the COSCC Chair or COSCC Chair Pro-Tem in writing that a substitute representative will be present at the meeting. In this communication, the COSCC Member shall name of the substitute representative, and inform this person substitute of what will be covered in the upcoming meeting.~~

~~iii) If a representative COSCC Member is unable to attend and a substitute is unavailable, the representative COSCC Member of the department might may formally notify the COSCC Chair or COSCC Chair Pro-Tem of their votes, communicate the votes on curricular matters in writing to the chair of the committee. These absentee votes will be used in determinations for approval or rejection of proposals, but a quorum will still be required in the meeting.~~

~~a. In meetings where there are absentee votes, it is noted that if significant discussion and/or modification takes place and the opinion of at least 51% of the COSCC Members in attendance is that the changes may have significant influence on the absentee COSCC Member's vote, a separate vote may be cast. This vote may require that the relevant curricular proposal be tabled until a future meeting in order to allow appropriate consideration by the entire membership of the committee, during the meeting on matters for which there are absentee votes which in the opinion of 50% of those attending a meeting might have significant influence on an absentee vote might be cast that in general the matter should be tabled until the next meeting to allow appropriate consideration by the entire membership of the committee.~~

VII. Visitors

~~i) Non-COSCC Members ("visitors") Visitors are not involved in the open discussion of proposals. may be invited by their department's COSCC Member or Dean's representative to present or discuss a curricular proposal at the relevant COSCC meeting.~~

~~ii) If a visitor is to attend the meeting, the departmental COSCC Member or dean's representative shall inform the COSCC Chair or COSCC Chair Pro-Tem within a reasonable time frame prior to the meeting. They may be asked to address specific questions put to them by committee members. If a member of the committee or the COS-Dean's office wishes to have a visitor to present a program proposal, or to supply information on an item of business, or any member of the COS faculty not a member of COSCC wishes to attend, they should contact the Committee chair in a time frame consistent with realistic discussion of the importance and purpose of their presence. The COSCC Chair is empowered to decide whether a visitor may be present and the role of the visitor at a meeting.~~

~~iii) Visitors cannot be involved in the open discussion of unrelated proposals or committee discussion topics unless specifically called upon by a COSCC Member.~~

~~ii) Proposals will be presented by their departmental representative. In the case where the Chair of COSCC is the presenter the chair's duties will temporarily be turned over to another COSCC member for the duration of the discussion of these proposals. This is to avoid dual roles during the discussion for the Chair of the Committee.~~

Commented [JBG8]: Moved to Section V.v.a.

VIII. Voting Procedure and Disputes

~~i) During the meetings, each proposal is discussed to the satisfaction of the COSCC Members. Subsequently, the COSCC Chair places a call for votes of approve, deny, or abstain. The votes are recorded by the dean's representative.~~

~~ii) Approval of a course-curricular proposal by the COSCC occurs at least 80% of the membership members in attendance vote to approve the proposal.~~

~~a. If the proposal fails to meet the 80% threshold, is approved with a majority less than 80% of the membership, the proposal is will be postponed for in order to provide time for further discussion and/or refinement. negotiations between departments.~~

~~b. If in future meetings the revised proposal is not approved by fails to meet the 80% of the vote threshold, then the proposal's initiating department will have the option of sending the proposal to the will be sent to the Faculty Matters Committee COS Executive Council for adjudication.~~

~~iii) At the discretion of the COSCC Chair, any postponed proposal may be voted on by the COSCC Members outside of a regular meeting via email. In these cases, the voting procedure will remain the same as a meeting vote. Voting by email should be employed judiciously.~~

~~a. Proposals voted on via email are expected to go through the same submission process as formal agenda items.~~

~~Minutes, agendas and reports of the committee will be kept posted in the web site of the committee. The draft minutes will be prepared by the administrative assistant to the Associate Deans of Undergraduate and Graduate Studies and reviewed by the committee chair before being submitted for a vote. It is the responsibility of the committee chair to prepare the agenda for every meeting.~~

Commented [JBG9]: Revised and moved to Section V.v.b.

IV. Proposals submission rules and guidelines

~~i) Procedures for new course proposals and all forms will be maintained online on the current curriculum committee website www.cos.gmu.edu/~curric~~

Commented [JBG10]: Updated and moved to Section IV.i.a.

~~ii) Committee members should be aware of the submissions coming from their department, and in general be aware of the submission of all other departments as well.~~

Commented [JBG11]: Moved to Section IV.ii.

~~iii) All proposals will be posted electronically at the web site www.cos.gmu.edu/~curric two weeks in advance of each meeting.~~

Commented [JBG12]: Moved to Section V.iii.

~~iv) Course and program proposals should be submitted by either the department chair or the committee member representing that department. Submissions from other individuals will not be accepted. All materials should be sent to the administrative assistant to the Associate Deans of Undergraduate and Graduate Studies (akhanf@gmu.edu) with copy to the Associate Dean of Undergraduate and/or the Associate Dean of Graduate.~~

Commented [JBG13]: Moved to Section IV.i.

~~v) Each department should inform their curriculum representative of concerns of other departments submissions, and/or and analyze all issues that could arise on proposals prior to any submission to this curriculum committee.~~

Commented [JBG14]: Moved to Section IV.b.

~~vi) Undergraduate and graduate course proposals will be accompanied by a signature page containing the signature of the department chair, indicating departmental approval. As a courtesy to the committee, it is recommended to provide also the signature page with the list of departments/programs that have been contacted about courses/degree programs that may have conflicts. If there are any concerns about a course/degree proposal, the proposing department should inform the Curriculum Committee and should address the issues as best they can. Signatures of departmental chairs where overlap might occur should also be completed before the submission to the Curriculum Committee.~~

Commented [JBG15]: Outdated and removed.

Commented [JBG16]: Moved to Section IV.b.

~~Electronic signature in a posted proposal will be accepted by filling the appropriate space with the name of the department that has signed. The actual signed proposal will be collected before or at the meeting date and kept in the Associate Deans of Undergraduate and Graduate Studies office.~~

Commented [JBG17]: Outdated and removed.